

John Smith (*Student's name*)

Mrs. Collins (*Instructor's name*)

English 112 (*Course title with no punctuation between the numbers. Students can include the period letter if you think it is necessary following the number designation*)

13 October 2016 (*Date. Proper format is to write the date as it is show here, with the number first, then the month, then the year with no punctuation used.*)

BHS Title Page Format

(Title is centered)

The text of the assignment begins here and the beginning of a new paragraph is signaled by an indent; no extra line space is necessary between paragraphs. Please note that the information at the top left and the title ARE NOT italicized, bolded, or in larger font than the rest of the text. Also, the text of assignments should be double spaced and font is typically Times New Roman size 12. The student's last name and page number should appear in the upper right hand corner. If you need to have students properly cite sources for an assignment, you can find all you need to know by googling MLA (if that's the style you choose to use) format. A good site is "The Owl at Purdue Writing Center" it usually pops up first. MLA citations require in-text citations using appropriate information in brackets followed by a Works Cited page that contains further information. Please note that a Works Cited page always includes more information than only a copied and pasted URL.